

**The Commonwealth of Massachusetts  
EMPLOYEE PERFORMANCE REVIEW FORM**

Name:	Garry Greer	Evaluation Year:	2009
Agency:	Department of Public Health	Location/Unit:	State Laboratory Institute
Job Title:	Laboratory Supervisor II	Functional Title:	State Lab Training and Distance Learning Coord.
Supervisor	Betsy Szymczak	Reviewer:	Mary Gilchrist

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review.  
Detailed instructions for completing this form are presented in the EPRS Supervisors Guide.

**A Performance Planning: Employee and supervisor meet to plan the work for the year**

Discuss contributing role of employee in unit     Discuss and finalize the duties and criteria

**Primary Job Duties and Performance Criteria:** On the reverse side list the employee's primary job duties from the most current position description and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period. Copies of the reverse may be used if more space is needed.

Signature: \_\_\_\_\_

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached:  yes  no

yes  no

**B Progress Review: Employee and supervisor meet to help the employee meet the criteria**

Discuss progress for each duty     Assign advisory rating for each duty     Assign advisory rating for overall performance

Progress Review Summary Rating:  Satisfactory     Unsatisfactory    Or  Exceeds     Meets     Below  
Supervisor's Comments:

Signature: \_\_\_\_\_

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached:  yes  no

yes  no

yes  no

**C Annual Review: Employee and supervisor meet to evaluate job performance**     Discuss job performance over whole year  
 Rate performance for entire year for each duty     Rate overall performance for entire year     Formulate a Development Plan at the option of the employee

Plan attached:  yes  no

Annual Review Summary Rating:  Satisfactory     Unsatisfactory    Or  Exceeds     Meets     Below

Supervisor's Comments (explain ratings of unsatisfactory expectations, unanticipated contributions, areas of and unusual attendance pattern(s)):

Supervisor: \_\_\_\_\_  
signature/date

Employee: I  agree  disagree with this evaluation.

Employee's comments:

Employee: \_\_\_\_\_  
signature/date

Reviewer's Determination: On the basis of my review I have determined that the employee's rating is:

Satisfactory     Unsatisfactory    Or     Exceeds     Meets     Below

Reviewer's comments:

Reviewer: \_\_\_\_\_  
signature/date

Employee: I  agree  disagree with the reviewer's determination. Employee's final comments:

Employee's comments:

Employee: \_\_\_\_\_  
signature/date

Attendance: Number of days sick leave used

Number of days  
off the payroll

Number of days  
tardy

### **Primary Job Duties / Performance Criteria**

**Duty 1:** In response to direct needs assessments, designs, develops and delivers laboratory training programs for public health and laboratory related subject matter for Massachusetts participants (such as laboratory and healthcare professional, and first responders).

**Performance Criteria: (Performance is successful if:)**

1. Completes an educational training plan and budget for state, federal and public funding sources.
  2. Plans and coordinates the delivery of planned programs including workshops, seminars, conferences, outreach events, and tours. Performs marketing of the program, acquires and provides participant/ student supplies needed, facility location and arrangements, designs course evaluations and needs assessment materials, whenever possible provides program CEU's, provides record to students of their completion / participation of programs, maintains program records.
  3. Coordinates and implements training to meet mission requirements for emerging public health emergencies including those with short lead times.
  4. Facilitates the funding of programs through acquisition of unrestricted educational grants.

## ACTUAL PERFORMANCE

Progress Review:	Unsatisfactory	Satisfactory
Exceeds	Meets	Below

## **Progress Review Comments:**

**Annual Review:**      **Unsatisfactory**      **Satisfactory**  
                          **Exceeds**      **Meets**      **Below**

#### Annual Review Committee

**Duty 2:** Participates in the design, development and delivery of training programs to meet regulatory requirements for training SLI staff on good laboratory practices, bloodborne pathogens, safety, and other applicable laboratory topics.

**Performance Criteria: (Performance is successful if:)**

1. Assesses previously conducted programs, and consults with SLI program directors, QA personnel, and EOHHS/DPH personnel to develop training based on current and future needs.
  2. Plans and coordinates the delivery of planned programs including workshops, seminars, and conferences. Performs marketing of the program, acquires and

## ACTUAL PERFORMANCE

### **Progress Review Comments:**

**Annual Review:** :      **Unsatisfactory**                  **Satisfactory**  
                          **Exceeds**            **Meets**                  **Below**

## Annual Review Comments

<b>Duty 3:</b>	Coordinates training initiatives under the direction of the National Laboratory Training Network (NLTN) and the Association of Public Health Laboratories (APHL)
----------------	--

**Performance Criteria: (Performance is successful if:)**

1. Serves as primary DPH liaison by participating in planning and development meetings and surveys.
  2. Provides assistance for programs including site registration, promotion, and facilitation.
  3. Uses a variety of media sources (electronic, Mass. HHAN, facsimile, email) to market educational programs to a variety of participants.
  4. Provides leadership in grant writing, planning and development and coordinating learning initiatives.

## ACTUAL PERFORMANCE

Progress Review:	Unsatisfactory	Satisfactory
Exceeds	Meets	Below

### **Progress Review Comments:**

Annual Review:	Unsatisfactory	Satisfactory
	Exceeds Meets Below	

**Annual Review Comments:** He excels in dealing with the public, fosters a pleasant and welcoming learning environment and builds positive rapport. He promptly responds to requests and seeks creative alternatives when necessary.

<b>Duty 4:</b>	Coordinates the UMASS Dartmouth Medical Laboratory Science student practicum at the SLI.											
<b>Performance Criteria: (Performance is successful if:)</b>												
<p>1. Serves as SLI Clinical Education Coordinator for UMASS Dartmouth students, works with SLI Program Directors to develop student schedules.</p> <p>2. Coordinates and facilitates student orientation.</p> <p>3. Participates in the annual program evaluation meeting and other related events to ensure continuity and coherence for the program.</p> <p>4. Maintains student performance and program evaluation records in compliance with applicable regulatory requirements.</p>												
<b>ACTUAL PERFORMANCE</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"> <b>Progress Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> <td style="width: 33%; text-align: center;"> <b>Annual Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> </tr> </table> <p><b>Progress Review Comments:</b></p> <p><b>Annual Review Comments:</b></p>									<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below
<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below									
<b>Duty 5:</b>	Laboratory Emergency Preparedness events and surge capacity assignment(s).											
<b>Performance Criteria: (Performance is successful if:)</b>												
<p>1. As directed, performs duties related to laboratory emergency preparedness when events and activations occur.</p> <p>2. Provides professional expertise in administration, management, education, and communications to successfully perform duties assigned.</p>												
<b>ACTUAL PERFORMANCE</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"> <b>Progress Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> <td style="width: 33%; text-align: center;"> <b>Annual Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> </tr> </table> <p><b>Progress Review Comments:</b></p> <p><b>Annual Review Comments:</b></p>									<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below
<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below									
<b>Duty 6</b>	Support Public Health Laboratory Outreach Initiatives											
<p>1. Supports outreach efforts to strengthen the public health workforce. These programs may be targeted to employees, public health partners, the public and students as required to support the mission and future of the William A. Hinton State Laboratory Institute</p>												
<b>ACTUAL PERFORMANCE</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"> <b>Progress Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> <td style="width: 33%; text-align: center;"> <b>Annual Review:</b>            Unatisfactory            Exceeds      Meets         </td> <td style="width: 33%; text-align: center;"> <b>Satisfactory</b>            Below         </td> </tr> </table> <p><b>Progress Review Comments:</b></p> <p><b>Annual Review Comments:</b></p>									<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below
<b>Progress Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below	<b>Annual Review:</b> Unatisfactory Exceeds      Meets	<b>Satisfactory</b> Below									